

Information and Educational Technology  
University of California, Davis

Request for Individual Account Cancellation

This form must be filled out in its entirety and signed by the account owner or it will not be processed.

**Account Information**

UCD LoginID: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee/Student ID#: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_

If you have any questions, please call the IT Express Help Desk at (530) 754-4357

**Important:** It is your responsibility to make sure you have transferred any email or files before submitting this request. Files will be unavailable after the effective date above. You will not receive an email notification before the account is expired.

**You may fax this completed form to IT Express Help Desk at (530) 754-8470. Please include a copy of a picture ID when faxing the form**

**Incomplete forms will not be processed.**